

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1070

CFETP 3N0X2
Parts I and II
1 June 1999

AFSC 3N0X2

Radio and Television Broadcasting



**CAREER FIELD EDUCATION
AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN
RADIO AND TELEVISION BROADCASTING SPECIALTY
AFSC 3N0X2**

TABLE OF CONTENTS

Part I

Preface	4
Abbreviations/Terms Explained	5
Section A, General Information	8
Purpose of the CFETP	
Use of the CFETP	
Coordination and Approval of the CFETP	
Section B, Career Progression and Information	9
Specialty Description	
Skill/Career Progression	
Apprentice Level (3)	
Journeyman Level (5)	
Craftsman Level (7)	
Superintendent Level (9)	
Training Decisions	
Community College of the Air Force	
Career Field Path	
Section C, Skill Level Training Requirements	15
Purpose	
Training Requirements	
Apprentice Level (3)	
Journeyman Level (5)	
Craftsman Level (7)	
Superintendent Level (9)	
Section D, Resource Constraints	18
Section E, Transitional Training Guide	19

Part II

Section A--Specialty Training Standard _____	21
Section B-- Course Objective List _____	40
Section C-- Support Material _____	43
Section D--Training Course Index_____	44
Section E--MAJCOM Unique Requirements _____	44

Supersedes: STS 3N0X2, October 1996
Prepared by: 335 TRS/TRRA
OPR: Arnetta Culbertson, 335 TRS/TRRA
Keesler AFB Ms 39534-2235

Approved by: Col. H. Smarkola, HQ AFNEWS/CC
Certified by: CMSgt Art Futch, HQ AFNEWS/BGC
Number of pages: 44

RADIO AND TELEVISION BROADCASTING SPECIALTY
AFSC 3N0X2
CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.
2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.
 - 2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.
 - 2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core tasks and correspondence course requirements. Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements; Section C identifies available support materials. An example is a qualification training package (QTPs which may be developed to support proficiency training). These packages are identified in AFIND 8, *Numerical Index of Specialized Educational Training Publications*. Section D identifies a training course index supervisors can use to determine resources available to support training, included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.
3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Anchor – Presents elements and insures smooth communication flow within a newscast. May include reporting.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments.

Core Task. A task Air Force Career Field Managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standards, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Technical Training (Type 4). Special or regular on-site training conducted by a Field Training Detachment (FTD) or by a Mobile Training Team (MTT).

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way, the knowledge, skills, and attitudes essential for successful job performance.

Initial Skills Training. A formal resident course which results in award of the entry skill level.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Producer – Provides focus and direction and has overall responsibility for a product.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. QTPs are Air Force training tools obtained through normal publication channels in accordance with AFIND 8.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Reporter – Gathers information and conveys the intended message to an audience.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty need on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

Upgrade Training (UGT). Mandatory training which leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints which impact full implementation of the desired career field training process.

2. Uses. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

4.1 Specialty Summary. Organizes and conducts broadcast operations. Programs and directs radio and television broadcasts. Prepares informational materials in primarily broadcast format and for use on Armed Forces Radio and Television Service (AFRTS) and commercial media; serves as talent and operates broadcast equipment ; broadcasters are also used in Audio Visual (AV) studios for non broadcast production. Related DOD Occupational Subgroup: 400.

4.2. Duties and Responsibilities.

4.2.1. Prepares informational materials for use on AFRTS and commercial media. Identifies and selects newsworthy events. Produces radio and television scripts, narrations, spot announcements, and news and sports broadcasts. Selects and prepares associated visual material as necessary and available. Coordinates use of graphics, sets, special effects, audio and video material to support programming requirements. Prepares and maintains schedules, daily operation logs, and continuity book. Assists public affairs officer in working with electronic media, and in covering and promoting command information.

4.2.2. Programs and directs radio and television broadcasts. Selects and schedules local program elements for broadcast on AFRT stations. Reviews all copy and locally produced program materials for host country sensitivities before airing. Maintains station library and recorded programming. Evaluates audience feedback. Monitors AFRT station programs for effectiveness, professional quality, and support of mission objectives. Manages resources to support the U.S. Air Force Internal Information Program. Operates radio and television broadcast equipment. Arranges remote broadcast coverage of special events.

4.2.3. Supervises radio and television broadcast operations. Coordinates maintenance of radio and television equipment. Directs positioning of lights, cameras, microphones, properties, and personnel. Conducts broadcast rehearsals as necessary. Coordinates maintenance and acquisition of broadcast equipment.

4.2.4. Performs as talent in programs produced for AFRTS. Conducts radio and television interviews. Performs as disc jockey, newscaster, spot announcer and producer.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3) Level. Initial skills training in this specialty consists of the tasks and knowledge level training provided in the 3-skill level resident course Basic Public Affairs-Broadcaster Course (E5ABD3N032-000) taught at the Defense Information School, located at Ft. Meade, MD. Retraining into a similar AFSC or shred may be accomplished via OJT alone only when specified in the retraining instructions as approved by the respective AFCFM. Personnel retraining via OJT may be awarded 3-skill level when the following are met: complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all other mandatory requirements. Task and knowledge training requirements are identified in the Specialty Training Standard, Part II, Sections A and B.

5.2. Journeyman (5) Level. Upgrade training to the 5-skill level in this specialty consists of completing: (1) CDC 3N052, (2) all core tasks identified in the CFETP and other duty position tasks identified by the supervisor, (3) complete a 15-month UGT period, (4) and be recommended by the member's supervisor. Individuals in retraining status (TSC "F") must complete a minimum of 9 months in upgrade training.

5.3. Craftsman (7) Level. Once selected to SSgt, individual will begin UGT to the 7 skill Level: (1) complete the mandatory CDCs, if available, all core tasks identified in the CFETP and other duty position tasks identified by the supervisor, (2) attend the 7-level Broadcast Craftsman Course (E5AZD3N072 004) after 12 months in UGT, (3) a minimum of 18 months in UGT, and (4) individuals in retraining status (TSC "G") must complete a minimum of 12 months UGT.

5.4. Superintendent (9) Level. To be awarded the 9-skill level in the AFS, an individual must be a Senior Master Sergeant and complete the Senior NCO Academy in residence. Air National Guard and AFRC personnel must complete the Senior NCO Academy in residence or complete the correspondence course for award of the 9-skill level.

5.5. ANG/AFRC Headquarters-level Functional Managers (FM), have waiver authority for mandatory training requirements equivalent to that of Air Force Career Field Managers(AFCFM). Waivers will be reviewed for approval/disapproval on a case-by-case basis. This includes education requirements such as prerequisite AFSCs, initial skills courses (if the individual has equivalent skills through civilian experience or education), upgrade time requirements for the 5-and 7-skill level courses.

5.6. HQ AFPC. May waive 3-skill level schools for individuals required to retrain under special circumstances (e.g., Exceptional Family Member Program (EFMP), Humanitarian Assignment, AFSC Disqualification) when attendance would incur undue hardship on the retrainee. These cases should be rare and fully substantiated.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Radio and Television Broadcasting career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following training decisions were made during the AFSC 3N0X2 Utilization and Training Workshop held 14-18 September 1998 at Kelly AFB, TX.

6.1. Initial Skills. The initial skills course was left unchanged.

6.2. Five Level Upgrade Requirements. Five level upgrade requirements were left unchanged.

6.3. Seven Level Upgrade Requirements. Successful in-residence completion of the Public Affairs Broadcast Craftsman Course (E5AZD3N072 004), is required for award of the 7-skill level. Additionally, workshop members agreed the development of a 7-level CDC should be accomplished when the 5-level CDC update is completed.

6.4. Proficiency Training. Follow on training is encouraged through specific equipment and methodology training courses provided by Air Force Broadcasting Service on an as needed basis. Attendance at the Defense Information School (DINFOS) Advanced Electronic Journalism (MINICAM) Course (E5AZD3N052-000) is highly encouraged. To attend, members must be in the grade of E-4 to E-7 and have at least one year of continuous ENG experience immediately prior to attending. Additionally, the Joint Course in Communications (WCIP05W) is available to selected 7-skill level holders on a limited basis.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates Degree in Applied Sciences in Public Affairs.

7.1. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.2. Degree Requirements. All airmen are automatically entered into the CCAF program. To complete an associates degree, you must complete 16 hours of CCAF course work , be awarded the 5-level and the following requirements must be met:

	Semester Hours
Technical Education ..	24
Leadership, Management, and Military Studies	6
Physical Education ...	4
General Education.....	15
Program Elective.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total ..	64

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.2.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3. Additional off-duty education is a personal choice that is encouraged for all. However, it must not interfere with mandatory training requirements. Trainees must complete CDCs before enrolling in any off-duty education programs. Exceptions will be considered on a case-by-case basis by the Chief of Broadcasting, HQ AFNEWS/BGC. Off duty education also must not interfere with on-the-job training or upgrade training. Each DINFOS Instructor shall have at least a high school diploma or its equivalent and demonstrated competency in the occupational area of instruction, per Council on Occupational Education (COE) Standards for Accreditation.

8. Career Field Path. The 3N0X2 AFSC is used primarily within AFRTS at overseas locations. There are limited manpower authorizations within CONUS. The manpower at any particular CONUS location is determined by individual MAJCOMs. The following table depicts the standardized 3N0X2 authorizations at overseas Air Force News Service (AFNEWS) detachments, Regional News Centers (in Europe and the Pacific), HQ AFNEWS/AFBS, Air Force Television News and Hometown News (located at Kelly AFB, TX). Additional manpower authorizations are assigned to DOD at the AFRTS Broadcast Center at March AFB, CA and the Defense Information School at Ft. Meade, MD.

8.1. Manpower Table.

Table A 8.1 Manpower Table									
	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	A1C	Amn	AB
Detachment Level			1	1	3	4	2		
Regional News Center Staff		1	0	2	6	2	2		
HQ AFNEWS									
AFBS Staff	1	1	4	4	1				
AF TV News			1	1	8	5			
Hometown News				1	2		1		

8.2. Enlisted Career Path.

Table A 8.2 Enlisted Career Path				
EDUCATION AND TRAINING REQUIREMENTS	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn	6 months 16 months		
*Upgrade To Journeyman (5-Skill Level) <ul style="list-style-type: none"> - Minimum 15 months for initial entry on-the-job training. - Minimum 9 months on-the job training for retrainees - Complete appropriate CDC if/when available. - Recommended by Supervisor 	A1C	3 years	28 months	10 Years
Airman Leadership School (ALS) <ul style="list-style-type: none"> - Must be a SrA with 48 months time in service or be a SSgt Selectee - Resident graduation is a prerequisite for SSgt sew-on.(Active Duty Only). 	<u>Trainer</u> <ul style="list-style-type: none"> - Trainer must be qualified and certified to perform the task to be trained. - Must attend formal AF Training Course and be appointed by Commander. 			
Upgrade To Craftsman (7-Skill Level) <ul style="list-style-type: none"> - Minimum rank of SSgt. - 12 months UGT prior to attending Craftsman Course if available. - For award of 7 level must complete a minimum of 18 months UGT - Complete appropriate CDC if/when available. - Attend Craftsman course, if applicable - Recommended by supervisor 	SSgt	7.5 years	3 years	20 Years
Retrainees <ul style="list-style-type: none"> - 9 months minimum UGT 5-level - 12 months minimum UGT 7-level 	<u>Certifier</u> <ul style="list-style-type: none"> - Possess at least a 7-skill level or civilian equivalent in the same the AFSC, if possible but not required. - Attend formal AF Training Course and be appointed by Commander. - Be a person other than the trainer. 			
Noncommissioned Officer Academy (NCOA) <ul style="list-style-type: none"> - Must be a TSgt or TSgt selectee. - Resident graduation is a prerequisite for MSgt sew-on. (Active Duty Only) 	TSgt	12.5 years	5 years	20 Years
	MSgt	16 years	8 years	24 Years
*USAF Senior NCO Academy (SNCOA) <ul style="list-style-type: none"> - Must be a SMSgt or SMSgt selectee, - Resident graduation is a prerequisite for CMSgt sew-on. (Active Duty Only) - A percentage of Top nonselects (for promotion to E-8) MSgts attend the SNCOA each year. 	SMSgt	19.2 years	11 years	26 Years
Upgrade To Superintendent (9-Skill Level) <ul style="list-style-type: none"> - Minimum rank of SMSgt. - Must be a resident SNCOA graduate. (Active Duty Only) 	CMSgt	21.5 years	14 years	30 Years

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10. Specialty Qualification:

10.1. Apprentice (3) Level Training:

10.1.1. Specialty Qualification:

10.1.1.1. Knowledge. Knowledge is mandatory of: radio and television writing and broadcasting; regulations and policies governing AFRT and other public affairs activities; broadcast equipment capabilities; and methods of researching public attitudes.

10.1.1.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory.

10.1.1.3. Training. For award of AFSC 3N032, completion of the Basic Public Affairs-Broadcaster Course (E5ABD3N032-000) is mandatory.

10.1.1.4. Experience. The following experience is mandatory for award of the AFSC indicated:

10.1.1.5. 3N052. Qualification in and possession of AFSC 3N032. Also, experience in broadcasting and directing television or radio programs.

10.1.1.6. 3N072. Qualification in and possession of AFSC 3N052. Also, experience in performing or supervising broadcast activities.

10.1.1.7. Other. All members must pass a voice qualification audition before being enrolled in the BBC. Additional requirements include the absence of any speech impediment, the ability to read aloud, speak clearly and distinctly, the ability to type/keyboard a minimum of 20 words per minute and a general AQE score of 69 or higher are mandatory for entry into this AFSC. All members must pass voice and diction requirements at DINFOS to graduate from the course.

10.1.2. Training Sources and Resources. Completion of the Basic Broadcaster Course at the Defense Information School, Ft Meade, MD, satisfies the knowledge and training requirements specified in the specialty qualifications section (above) for award of the 3-skill level. The COL (Part II, Section B of this CFETP) identifies the knowledge and tasks with their respective standards.

10.1.3. Implementation. Entry into this training is accomplished through accessions at basic training or approved retraining from any AFSC. After graduation, job qualification training starts when an individual is

assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties that they are not qualified to perform. QTPs will be used concurrently to obtain necessary duty position qualifications.

10.2. Journeyman (5) Level Training:

10.2.1 Specialty Qualification:

10.2.1.1. Knowledge. Not used.

10.2.1.2. Education. Not used.

10.2.1.3. Training. Completion of the following requirements is mandatory for award of the 5-skill level: Complete mandatory Career Development Course CDC 3N052 if available, all core tasks identified in the CFETP and other duty position tasks identified by the supervisor. Complete a minimum of 15 months in upgrade training (UGT), meet mandatory requirements listed in specialty description in AFMAN 36-2108 and CFETP, and be recommended by their supervisor for award of the 5-skill level. Individuals in retraining status (TSC 'F') must complete a minimum of 9 months in upgrade training.

10.2.1.4. Experience. Qualification in and possession of AFSC 3N032.

10.2.1.5. Other: Not used.

10.2.2. Training Sources and Resources. Completion of CDC 3N052 satisfies the knowledge requirements specified in the specialty qualification section. The STS identifies all core tasks required for qualification. Upgrade and qualification training are provided by qualified trainers using available materials provided for the duty position, program to be managed, or equipment to be used. QTPs are mandatory for use during upgrade/qualification training when available for a duty position, program, or piece of equipment.

10.2.3. Implementation. Entry into upgrade training is initiated when an individual possesses the 3-skill level and three months experience. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform. CDC 3N052 and all qualification training will be completed to be awarded the 5-skill level. Trainees must complete 12-months UGT as an apprentice prior to entering UGT for the 5-skill level.

10.3. Craftsman (7) Level Training:

10.3.1 Specialty Qualification:

10.3.1.1 Knowledge. Not used.

10.3.1.2. Education. Not used.

10.3.1.3. Training. Completion of the following requirements is mandatory for the award of the

7-skill level: (1) Successful completion of the Broadcast Management Course at the Defense Information School, Ft Meade, MD; (2) All core tasks specified in the STS ; (3) Must complete a minimum of 12 months OJT prior to attending the 7-skill level course and for award of the 7-skill level individuals must complete a minimum of 18 months; (4) Individuals in retraining status (TSC 'G') must complete a minimum of 9 months and 12 months respectively.

10.3.1.4. Experience. Qualification in and possession of AFSC 3N052.

10.3.1.5. Other. Not used.

10.3.2. Training Sources and Resources. Completion of the 7-level technical training school satisfies the knowledge requirements specified in the specialty qualification section for award of the 7-skill level. The STS identifies all the core tasks required for qualification. Upgrade and qualification training are provided by qualified trainers using available materials provided for the duty position, program to be managed, or equipment to be used. QTPs are mandatory for use during upgrade/qualification training when available for a duty position, program, or piece of equipment.

10.3.3. Implementation. Entry into upgrade training is initiated when an individual possess the 5-skill level. Qualification training is initiated any time an individual is assigned duties they are not qualified to perform. Trainees must complete a minimum of 12-month UGT as a journeyman prior to entering UGT for the 7-skill level.

10.4. Superintendent (9) Level Training:

10.4.1. Specialty Qualification:

10.4.1.1. Knowledge. Knowledge is mandatory in methods of collecting and distributing information materials; regulations and directives concerning releasing information for internal and external use; and either news editing and newspaper layout or operating television and radio stations.

10.4.1.2. Education. Senior NCOs assigned to broadcasting or public affairs functions for the first time in their careers can obtain appropriate CDCs from the Extension Course Institute through their unit training monitor.

10.4.1.3. Training. Senior NCOs should attend the appropriate advanced course, either the Broadcast Management Course or the Joint Public Affairs Supervisor's Course, at the Defense Information School, Ft. Meade, MD.

10.4.1.4. Experience. For award of AFSC 3N090, qualification in and possession of AFSC 3N071 or 3N072 is mandatory.

10.4.1.5. Other. Not used.

10.4.2. Training Sources/Resources. Not used.

10.4.2. Implementation. Not used.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice (3-Level) Training.

12.1. Apprentice (3-Level) Training Constraints: None

13. Journeyman (5-Level) Training.

13.1. Journeyman (5-Level) Training Constraints: There are currently no available QTPs to supplement broadcast training.

13.1.1. Impact. Training is limited for those progressing to the 5-skill level. Areas requiring training will not be adequately instructed.

13.1.2. Resources Required. Manpower positions to develop QTPs have been assigned to AFNEWS/BGO, Kelly AFB, TX.

13.1.3. Action Required. Development of QTPs is in progress.

13.1.4. OPR/Target Completion Date. OPR: AFNEWS/BGOT (afnews.bgot@afnews.af.mil). Target Completion Date: 31 Dec 00.

14. Craftsman (7-Level) Training.

14.1. Craftsman (7-Level) Training Constraints: There are currently no available QTPs to supplement broadcast training.

14.1.1. Impact. Training is limited for those progressing to the 7-skill level. Areas requiring training will not be adequately instructed.

14.1.2. Resources Required. Manpower positions to develop QTPs have been assigned to AFNEWS/BGO, Kelly AFB, TX.

14.1.3. Action Required. Development of QTPs is in progress.

14.1. 4. OPR/Target Completion Date. OPR: AFNEWS/BGOT (afnews.bgot@afnews.af.mil).
Target Completion Date: 31 Dec 00.

Section E – Transitional Training Guide

There are currently no transition training requirements. This area is reserved.

Part II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for initial skills technical training provided by American Forces Information Service (AFIS) for classes beginning 4 November 1999 and graduating on 15 February 2000. Technical training provided by AFIS for the craftsman course (7-level) is effective with classes beginning 31 January 2000 and graduating 17 February 2000.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in Column 1 identify common tasks, knowledge, and technical references (TR) necessary for an airman to perform duties in the 3-, 5-, and 7-skill levels. Column 2 identifies (Core Tasks) by skill level. Core tasks on the STS have been kept to a minimum. The operations designated as core tasks cannot be accomplished without extensive training on a variety of equipment, generically listed in Section 5, Broadcast Equipment, and application of many of the concepts listed in Section 6, Broadcast Communication. The intent is for trainers to focus on the broadcast operations that will be needed most at AFRTS locations worldwide, i.e., hosting a music show, assembling an ENG package, news writing for both radio and television, and spot production.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. (As a minimum, use the following column designators: Training Complete, Certifier Initials). On-the-Job Training certification should be oriented toward certifying individuals on the items identified as core tasks in Section 7, Broadcast Operations. Being certified on a core task in this section requires the trainee to be certified in any tasks and subtasks from the other sections that may apply. For example, a trainee who is training for certification on item 7.1.2, Music Show Host, must be signed off on such items as 5.2.5, Control Audio Levels, 6.2.4.1.3, Copy Interpretation, and so on. When the trainee has been certified on all tasks related to a core task, and demonstrates the ability to bring all elements together for an acceptable product, the trainee may be signed off on the core task.

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.3.1. Because most of the equipment used in broadcasting is purchased “off-the-shelf,” training on it must be done with available commercial manuals, texts and other reference materials.

2.3.2. Certifying a trainee on any piece of equipment assumes not only a level of competence in operating it, but proper care and safe handling as well.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a Job Qualification Standard (JQS) for on-the-job training when placed in AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Completion Date (Comp. Date), Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. Converting from previous CFETP to current CFETP. Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter certifier's initials. For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials. The role of the trainer or certifier in the transcription process from an old CFETP to a new CFETP is to validate current qualifications. The type of task determines who will validate current qualifications.

2.5.1.1.1. For core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date, and enter trainee's and certifier's initials.

2.5.1.1.2. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials.

2.5.1.1.3. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.5.1.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFM 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. All AFNEWS broadcasters and broadcasters assigned to DOD units will forward CDC waiver requests to AFNEWS Commander for approval prior to beginning remedial training. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes the previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained and qualified to the proficiency levels identified in Columns 4 A (1), 4 B (2), and 4 C (2) in the Specialty Training Standard (STS). Proficiency codes apply to formal /career development courses and WAPS requirements. NOTE: OJT tasks are trained to the go/no-go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS is not applicable to the Air National Guard and Reserves.

3. Recommendations. Report unsatisfactory performance of individual course graduates to the AFSC functional manager at HQ AFNEWS/BGC, 203 Norton Street, Kelly AFB, TX 78241-6105 (afnews.bgc@afnews.af.mil) and 335 TRS/TRR, 600 Hangar Road, Keesler AFB MS 39534-2235. Reference specific STS paragraphs. A customer Information Line has been installed for supervisors convenience to identify graduates who may have received over or under training on task/knowledge items listed in this training standard. For a quick response to problems, call our Customer Service Information Line, DSN 597-4566 anytime, day or night. Additionally, there is a Defense Information School Website, the web address is www.dinfos.osd.mil/postgrad.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

Michael E. Ryan, General
Chief of Staff

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p>Explanations</p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training required but not given due to limitations in resources.</p>		

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. AIR FORCE CAREER PROGRAM TR: AFI 36-2108, AFI 35-101, AFOSH STD 50, AFOSH STD 66												
1.1. Air Force Public Affairs							A			B	-	C
1.2. Broadcasting career field							A			B	-	C
1.2.1. Organization and structure							A			B	-	C
1.2.2. Role and mission							A			B	-	C
1.2.3. Total Force							A			B	-	C
1.2.4. Duties of AFSCs							A			B	-	C
1.2.4.1. 3N032							A			B	-	C
1.2.4.2. 3N052							A			B	-	C
1.2.4.3. 3N072							A			B	-	C
1.2.4.4. 3N090							A			B	-	C
1.3. Legal responsibilities							-			B	-	C
1.4. Air Force policy							-			B	-	C
1.4.1. Safety							-			C	-	-
1.5. Career progression							-			B	-	C
2. AFRTS OUTLET ADMINISTRATION TR: DOD 5120.20-R, AFI 35-101, AFMAN 37-126, AFI 37-138, AFP 170-1, AFMAN 23-110V2												
2.1. AFRTS program materials							A			B	C	C
2.1.1. Control the use of all audio, video, and computer products							1a			c	C	d
2.1.2. Inventory all accountable audio, video, and computer products							-			c	-	d
2.2. Audience questionnaires							-			B	C	C
2.2.1. Prepare							-			a	b	c
2.2.2. Distribute							-			a	b	c
2.2.3. Compile returns							-			a	b	c
2.2.4. Evaluate data							-			a	b	c

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2. AFRTS OUTLET ADMINISTRATION TR: DOD 5120.20-R, AFI 35-101, AFMAN 37-126, AFI 37-138, AFP 170-1, AFMAN 23-110V2												
2.2.5. Implement changes as required							-			b	b	c
2.3. Station operating documents							-			B	C	C
2.3.1. Write operating instructions and other directives							-			a	3b	c
2.3.2. Collect workload analysis data							-			a	b	c
2.3.3. Write/update continuity books							-			a	b	c
2.3.4. Prepare/manage support agreements							-			a	2c	C
2.3.5. Maintain outlet registration							-			-	-	B
2.4. Station files							-			A	C	C
2.4.1. Use							-			b	c	c
2.4.2. Maintain							-			-	c	c
2.5. Supply							-			B	C	-
2.5.1. Practice supply discipline							-			a	C	c
2.6. Budget							-			B	A	C
2.6.1. Create financial plan							-			-	-	c
2.6.2. Manage funds							-			-	-	c
2.7. Equipment management							-			A	-	C
2.7.1. Identify equipment requirements to include one-for-one replacements, new and outyear requirements							-			-	-	c
2.7.2. Account for equipment							-			c	-	d
2.8. Coordinate AFRTS service							-			-	-	c

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
3. EMERGENCY ACTION PROCEDURES TR: DOD 5120.20-R, AFI 35-101, Local Operation Instructions												
3.1. Broadcasting roles in crisis situations							A			B	-	C
3.2. Implement AFRTS outlet procedures in a crisis situation							-			B	-	C
3.2.1. Restore broadcast signals							-			B	-	c
3.2.2. Disable broadcasting outlet							-			B	-	c
3.2.3. Broadcast emergency announcements							-			B	-	c
4. BROADCAST CONCEPTS TR: Local Operating Instructions, Manufacturers' Manuals, Standard Operating Procedures (SOP)												
4.1. Audio							-			B	-	C
4.2. Video							-			B	-	C
4.3. Mass communication							-			A	-	C
5. BROADCAST EQUIPMENT TR: Local Operating Instructions, Manufacturers' Manuals												
5.1. Microphones							A			B	-	C
5.1.1. Select appropriate type							A			-	-	-
5.1.2. Operate							1a			-	-	-
5.2. Audio consoles/mixers							A			B	-	C
5.2.1. Route audio							1a			-	-	-
5.2.2. Mix audio							1a			-	-	-
5.2.3. Use program channel							2a			-	-	-
5.2.4. Use audition channel							-			-	-	-
5.2.5. Control audio levels							2b			-	-	-
5.2.6. Set presets							-			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.2.7. Operate presets							-			-	-	-
5.2.8. Operate dynamics controls							-			-	-	-
5.3. Music management system							A			B	B	C
5.3.1. Manage database							-			-	B	-
5.3.1.1. Create lists/reports							-			-	-	-
5.3.1.2. Update database							-			-	-	-
5.3.2. Create categories							-			-	-	-
5.3.3. Create playlist							-			-	-	-
5.3.4. Create clocks							-			-	3b	-
5.3.5. Generate daily program logs							-			-	3b	-
5.4. Telephone interface							-			C	-	-
5.4.1. Use telephone interface							-			-	-	-
5.5. Audio record and playback equipment							A			B	-	C
5.5.1. Operate digital audio recorder/player							2b			-	-	-
5.5.2. Operate cassette deck							2b			-	-	-
5.5.3. Operate compact disc player							2b			-	-	-
5.6. Digital audio workstation							A			B	-	C
5.6.1. Import and export files							1a			-	-	-
5.6.2. Select recording parameters							1a			-	-	-
5.6.3. Perform media management							a			-	-	-
5.7. Patching							-			C	-	-
5.7.1. Patch audio sources							-			-	-	-
5.7.2. Patch video sources							-			-	-	-
5.8. Routing switchers							-			B	-	C
5.8.1. Operate audio router							-			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.8.2. Operate video router							-			-	-	-
5.9. Automation equipment							-			B	-	C
5.9.1. Radio automation equipment							-			-	-	-
5.9.1.1. Import product							-			-	-	-
5.9.1.2. Manage library database							-			-	-	-
5.9.1.2.1. Program playlist							-			-	-	-
5.9.1.2.2. Edit playlist							-			-	-	-
5.9.1.3. Perform required system maintenance							-			-	-	-
5.9.1.4. Off-line programs							-			-	-	-
5.9.2. TV automation equipment							-			-	-	-
5.9.2.1. Import product							-			-	-	-
5.9.2.2. Manage library database							-			-	-	-
5.9.2.2.1. Program playlist							-			-	-	-
5.9.2.2.2. Edit playlist							-			-	-	-
5.9.2.3. Perform required system maintenance							-			-	-	-
5.9.2.4. Off-line programs							-			-	-	-
5.10. Camera systems							A			C	-	-
5.10.1. Camera components							A			-	-	-
5.10.1.1. Select proper filter							A			-	-	-
5.10.1.2. White balance camera							2b			-	-	-
5.10.1.3. Adjust gain control							2b			-	-	-
5.10.1.4. Use AC adapter							b			-	-	-
5.10.1.5. Select audio and video outputs							b			-	-	-
5.10.2. Lens							A			-	-	-
5.10.2.1. Zoom							B			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.10.2.1.1. Operate manual zoom							-			-	-	-
5.10.2.1.2. Operate servo zoom							2a			-	-	-
5.10.2.1.3. Operate remote zoom							2a			-	-	-
5.10.2.2. Iris							B			-	-	-
5.10.2.2.1. Operate manual iris							1a			-	-	-
5.10.2.2.2. Operate automatic iris							1a			-	-	-
5.10.2.3. Focus							B			-	-	-
5.10.2.3.1. Operate manual focus							2b			-	-	-
5.10.2.3.1.1. Zoom focus							2b			-	-	-
5.10.2.3.1.2. Rack focus							b			-	-	-
5.10.2.3.2. Operate remote focus							2b			-	-	-
5.10.2.4. Control depth of field							-			-	-	-
5.10.2.5. Operate doubler							-			-	-	-
5.10.2.6. Operate macro							-			-	-	-
5.10.3. Camera recorder							A			-	-	-
5.10.3.1. Operate tape transport buttons							2b			-	-	-
5.10.3.2. Select audio input							2b			-	-	-
5.10.3.2.1. Use camera microphone							2b			-	-	-
5.10.3.2.2. Use external microphone							2b			-	-	-
5.10.3.2.3. Use line audio							-			-	-	-
5.10.3.3. Set automatic audio control							b			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.10.3.4. Set manual audio control							2b			-	-	-
5.10.3.5. Set timecode drop frame/non-drop frame							-			-	-	-
5.10.3.6. Set free run/record run							-			-	-	-
5.10.3.7. Monitor audio							2b			-	-	-
5.10.4. Operate viewfinder controls							2b			-	-	-
5.10.4.1. Set contrast							-			-	-	-
5.10.4.2. Set brightness							-			-	-	-
5.10.4.3. Operate zebra							-			-	-	-
5.10.4.4. Adjust audio							-			-	-	-
5.10.5. Operator maintenance							-			-	-	-
5.10.5.1. Clean record heads							-			-	-	-
5.10.5.2. Clean viewfinder							-			-	-	-
5.10.5.3. Clean lens							-			-	-	-
5.10.5.4. Adjust back focus							-			-	-	-
5.11. Camera tripods and pedestals							A			C	-	-
5.11.1. Pan							2b			-	-	-
5.11.2. Tilt							2b			-	-	-
5.11.3. Raise and lower							2b			-	-	-
5.11.4. Level							2b			-	-	-
5.11.5. Use wheel controls							2b			-	-	-
5.12. Lighting							A			C	-	-
5.12.1. Lighting safety							1b			-	-	-
5.12.1.1. Light bulb characteristics							A			-	-	-
5.12.1.2. Proper handling							B			-	-	-
5.12.1.3. Safety chain							-			-	-	-
5.12.1.4. Mounting devices							-			-	-	-
5.12.1.5. Stands and ladders							B			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.12.1.6. Power cords							B			-	-	-
5.12.2. Control light distribution							B			-	-	-
5.12.2.1. Position lighting instrument							2b			-	-	-
5.12.2.2. Adjust instrument-to-subject distance							2b			-	-	-
5.12.2.3. Beam control							B			-	-	-
5.12.2.3.1. Adjust barn doors							2b			-	-	-
5.12.2.3.2. Adjust lamp focus							b			-	-	-
5.12.3. Control intensity and power							-			-	-	-
5.12.3.1. Select proper lamp wattage							-			-	-	-
5.12.3.2. Modify beam							-			-	-	-
5.12.3.2.1. Diffuse light							-			-	-	-
5.12.3.2.2. Focus light							-			-	-	-
5.12.3.3. Operate dimmer control							-			-	-	-
5.13. Video switchers							A			C	-	-
5.13.1. Transition between elements							2b			-	-	-
5.13.2. Operate chroma key							1a			-	-	-
5.13.3. Operate luminance key							1a			-	-	-
5.13.4. Operate matte key							1a			-	-	-
5.13.5. Operate downstream key							1a			-	-	-
5.13.6. Operate special effects							-			-	-	-
5.13.7. Slave switcher to edit controller							-			-	-	-
5.13.8. Presets							-			-	-	-
5.13.8.1. Program							-			-	-	-
5.13.8.2. Use							-			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.14. Video Tape Recorder (VTR)							A			C	-	-
5.14.1. Operate VTR							2b			-	-	-
5.14.2. Interpret error codes							-			-	-	-
5.15. Time Base Corrector (TBC)							A			C	-	-
5.15.1. TBC levels							-			-	-	-
5.15.1.1. Adjust setup (black)							-			-	-	-
5.15.1.2. Adjust video (luminance)							-			-	-	-
5.15.1.3. Adjust chroma (chrominance)							-			-	-	-
5.15.1.4. Adjust hue							-			-	-	-
5.16. Waveform monitor							B			C	-	-
5.16.1. Adjust intensity							2b			-	-	-
5.16.2. Adjust vertical position							2b			-	-	-
5.16.3. Adjust horizontal position							2b			-	-	-
5.17. Vectorscope							B			C	-	-
5.17.1. Adjust intensity							2b			-	-	-
5.17.2. Align to video burst							2b			-	-	-
5.18. Video monitors							A			B	-	-
5.18.1. Set up monitor using colorbars							-			-	-	-
5.18.2. Operate portable monitor							-			-	-	-
5.19. Character generators							A			B	-	-
5.19.1. Manipulate text and graphics							2b			-	-	-
5.19.2. Create and run rolls							2b			-	-	-
5.19.3. Create and run crawls							2b			-	-	-
5.19.4. Create and run sequences							2b			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.19.5. Slave CG to edit controller							-			-	-	-
5.19.6. Save and retrieve files							-			-	-	-
5.19.7. Import and export files							-			-	-	-
5.20. Studio prompter							B			C	-	-
5.20.1. Load and store files							2b			-	-	-
5.20.2. Manipulate text							2b			-	-	-
5.20.2. Manipulate text							2b			-	-	-
5.20.3. Operate controller							2b			-	-	-
5.21. Portable prompter							A			B	-	-
5.21.1. Set up							-			-	-	-
5.21.2. Load and store files							-			-	-	-
5.21.3. Manipulate text							-			-	-	-
5.21.4. Operate controller							-			-	-	-
5.22. Video Still Store (VSS)							B			C	-	-
5.22.1. Store and retrieve images							2b			-	-	-
5.22.2. Create and run sequences							a			-	-	-
5.22.3. Perform file maintenance							-			-	-	-
5.22.4. Slave VSS to edit controller							-			-	-	-
5.23. Editing systems							B			C	-	-
5.23.1. Linear							-			-	-	-
5.23.1.1. Perform assemble edit							2b			-	-	-
5.23.1.2. Perform insert edit							2b			-	-	-
5.23.1.2.1. Perform cut							-			-	-	-
5.23.1.2.2. Perform split edit							-			-	-	-
5.23.1.2.3. Perform dissolve							-			-	-	-
5.23.1.2.4. Perform wipe							-			-	-	-
5.23.1.3. Trim edit points							2b			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.23.1.4. Use dynamic motion control							-			-	-	-
5.23.1.5. Manipulate audio channels							2b			-	-	-
5.23.1.6. Create Edit Decision List (EDL)							-			-	-	-
5.23.1.7. Use General Purpose Interface (GPI)							-			-	-	-
5.23.2. Non-linear editor							A			-	-	-
5.23.2.1. Import and export audio and video							1a			-	-	-
5.23.2.1.1. Select resolution							-			-	-	-
5.23.2.1.2. Control incoming source levels							-			-	-	-
5.23.2.1.3. Adjust video parameters							-			-	-	-
5.23.2.2. Manipulate clips on timeline							1a			-	-	-
5.23.2.3. Trim edit points							1a			-	-	-
5.23.2.4. Use transition effects							-			-	-	-
5.23.2.5. Use image effects							-			-	-	-
5.23.2.6. Use motion effects							-			-	-	-
5.23.2.7. Use audio effects							-			-	-	-
5.23.2.8. Create Edit Decision List (EDL)							-			-	-	-
5.23.2.8.1. Import and export EDL							-			-	-	-
5.23.2.9. Import and export media files							-			-	-	-
5.23.2.10. Use General Purpose Interface (GPI)							-			-	-	-
5.23.2.11. Perform media management							-			-	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. BROADCAST EQUIPMENT (cont'd) TR: Local Operating Instructions, Manufacturers' Manuals												
5.24. Digital video effects (DVE) equipment							A			C	-	-
5.24.1. Create and run multi-dimensional movements							-			-	-	-
5.24.1.1. Store and recall							-			-	-	-
5.24.2. Use special effects							-			-	-	-
5.24.3. Integrate multiple channels							-			-	-	-
5.24.4. Slave DVE to edit controller							-			-	-	-
5.25. Batteries and chargers							B			C	-	-
5.25.1. Use							2b			-	-	-
5.25.2. Storage							2b			-	-	-
5.25.3. Disposal							-			-	-	-
6. BROADCAST COMMUNICATION TR: DINFOS Voice and Diction Guide, AFI 36-2903												
6.1. Identify tools of communication							-			B	-	C
6.2. Use tools of communication							-			B	-	C
6.2.1. Marketing							-			B	-	C
6.2.1.1. Research							-			B	-	C
6.2.1.1.1. Identify objective							-			c	-	d
6.2.2.1.2. Identify target audience							-			c	-	d
6.2.1.2. Planning							-			c	-	d
6.2.1.2.1. Choose type(s) of product(s) (spot, reader, story, etc.)							-			b	-	d
6.2.1.2.2. Select treatment							-			b	-	d

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6. BROADCAST COMMUNICATION TR: DINFOS Voice and Diction Guide, AFI 36-2903												
6.2.1.2.3. Determine airing schedule							-			a	-	d
6.2.1.3. Production (see Section 7, Broadcast Operations)												
6.2.1.4. Promotion							-			c	-	d
6.2.1.5. Evaluation							-			c	-	d
6.2.2. Reporting							B			C	-	-
6.2.2.1. Research subject							1b			c	-	d
6.2.2.2. Determine angle							1b			c	-	d
6.2.2.3. Conduct interview							1b			c	-	d
6.2.3. Writing							B			C	-	-
6.2.3.1. Accuracy							c			d	-	-
6.2.3.2. Structure/development							b			c	-	d
6.2.3.3. Grammar							b			c	-	d
6.2.3.4. Broadcast style							b			c	-	d
6.2.3.5. Propriety							b			c	-	d
6.2.4. Talent							B			C	-	-
6.2.4.1. Announcing skills							B			C	-	-
6.2.4.1.1. Articulation							b			c	-	-
6.2.4.1.2. Pronunciation							b			c	-	-
6.2.4.1.3. Copy interpretation							b			c	-	-
6.2.4.1.4. Projection							b			c	-	-
6.2.4.1.5. Authority							b			c	-	-
6.2.4.2. Visual presentation							B			C	-	-
6.2.4.2.1. Dress appropriately on-air							2b			d	-	-
6.2.4.2.2. Conform to USAF dress and appearance standards							2b			d	-	-
6.2.4.2.3. Use correct posture							2b			d	-	-
6.2.4.2.4. Use appropriate non-verbals							1b			d	-	-

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6. BROADCAST COMMUNICATION TR: DINFOS Voice and Diction Guide, AFI 36-2903												
6.2.4.2.5. Present appropriate demeanor							1b			d	-	-
6.2.5. Visual aesthetics							A			B	-	C
6.2.5.1. Set design							-			C	-	-
6.2.5.2. Shot sequencing							B			c	-	-
6.2.5.3. Axis (180 degree rule)							b			c	-	-
6.2.5.4. Cut-ins cut-aways							b			c	-	-
6.2.5.5. Shot composition							B			c	-	-
6.2.5.6. Motivation							B			C	-	-
6.2.5.6.1. Transitions							b			c	-	-
6.2.5.6.2. Effects							b			c	-	-
6.2.5.6.3. Movement							b			c	-	-
6.2.5.6.4. Pacing							b			c	-	-
6.2.5.6.5. Steady shot							b			d	-	-
6.2.5.6.6. Dynamic shot							b			d	-	-
6.2.5.7. Graphics							-			C	-	-
6.2.5.8. Color							-			C	-	-
6.2.5.9. Contrast range							-			C	-	d
6.2.5.10. Principles of lighting							A			C	-	d
6.2.5.10.1. Lighting a subject							A			C	-	d
6.2.5.10.1.1. One-point lighting							1a			c	-	d
6.2.5.10.1.2. Two-point lighting							1a			c	-	d
6.2.5.10.1.3. Three-point lighting							1a			c	-	d
6.2.5.10.1.4. Bounce light							1a			c	-	d
6.2.5.10.1.5. Use ambient light							1a			c	-	d
6.2.5.10.1.6. Use reflectors							1a			c	-	d
6.2.5.10.1.7. Use umbrellas							-			c	-	d
6.2.5.10.2. Lighting a set							A			C	-	d

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6. BROADCAST COMMUNICATION (cont'd) TR: DINFOS Voice and Diction Guide, AFI 36-2903												
6.2.5.10.2.1. Background light							-			c	-	d
6.2.5.10.2.2. Kicker light							-			c	-	d
6.2.5.10.2.3. Side light							-			c	-	d
6.2.5.10.2.4. Eye light							-			c	-	d
6.2.5.10.2.5. Lighting for key							A			c	-	d
6.2.5.10.2.5.1. Light for chroma key							a			c	-	d
6.2.5.10.2.5.2. Light for luminance key							a			c	-	d
6.2.5.10.3. Special effects							-			C	-	d
6.2.5.10.3.1. Select							-			c	-	-
6.2.5.10.3.2. Create							-			b	-	d
6.2.6. Aural aesthetics							B			C	-	-
6.2.6.1. Voice							-			c	-	d
6.2.6.2. Natural sound							-			c	-	d
6.2.6.3. Music							-			c	-	d
6.2.6.4. Sound effects							-			c	-	d
6.2.6.5. Special effects							-			c	-	d
6.2.6.6. Pacing							-			c	-	d
6.2.6.7. Blending							-			c	-	d
6.2.6.8. Sweetening							-			c	-	d
6.3. Apply DOD and USAF internal information policies							-			c	-	d
7. BROADCAST OPERATIONS TR: AFI 35-101												
7.1. Perform radio broadcast duties							-			b	-	d
7.1.1. Music show producer	7						-			c	-	d
7.1.2. Music show host	5						A			c	-	d
7.1.2.1. Follow logs							2b			-	-	-
7.1.2.2. Annotate logs							2b			-	-	-
7.1.3. Spot producer	7						2b			c	-	d

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7. BROADCAST OPERATIONS (cont'd) TR: AFI 35-101												
7.1.4. Spot writer	5						2b			c	-	d
7.1.5. Spot announcer	5						2b			c	-	d
7.1.6. Liner producer							-			c	-	d
7.1.7. Liner writer							-			c	-	d
7.1.8. Liner announcer							-			c	-	-
7.1.9. Audio editor	5						2b			c	-	d
7.1.10. Manage production morgue							-			c	-	d
7.1.11. Remote radio broadcasts							-			b	-	d
7.1.11.1. Set-up							-			b	-	d
7.1.11.2. Conduct							-			c	-	d
7.2. Perform television broadcast duties							-			b	-	d
7.2.1. Director							2b			c	-	-
7.2.2. Technical director							2b			c	-	d
7.2.3. Audio operator							2b			c	-	d
7.2.4. Floor director							2b			c	-	d
7.2.5. Camera operator							2b			c	-	d
7.2.6. Editor	5						2b			c	-	d
7.2.7. Show producer							-			b	-	d
7.2.8. Script writer							-			c	-	d
7.2.9. Host							2b			c	-	d
7.2.10. Television spot producer	7						2b			b	-	d
7.2.11. Television spot writer	5						2b			c	-	d
7.3. Perform newsroom duties							A			b	B	d
7.3.1. Generate story ideas							-			c	-	d
7.3.2. Schedule shoots							-			d	-	-
7.3.2.1. TDY preparation							-			c	-	d
7.3.3. Newscast producer							-			b	-	d
7.3.4. Anchor							2b			c	-	d
7.3.5. News segment producer	7						-			c	-	d
7.3.6. News reporter	5						2b			c	-	d

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training. Course information provided by Defense Information School.					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP. DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7. BROADCAST OPERATIONS (cont'd) TR: AFI 35-101												
7.3.7. News videographer	5						2b			c	-	d
7.3.8. TV news writer	5						2b			c	-	d
7.3.9. Radio news writer	5						2b			c	-	d
7.3.10. TV news editor	5						-			c	-	d
7.3.11. Radio news editor	5						-			c	-	d
7.3.12. Manage production morgue							-			c	-	d
7.4. Manage Command Information (CI)							-			b	-	d
7.4.1. Coordinate with Public Affairs (PA)	7						b			c	-	d
7.4.1.1. Security review							-			c	-	d
7.4.2. Prepare readers	5						-			d	-	-
7.4.3. Schedule products							-			b	-	d
7.4.4. Evaluate products	7						-			b	2c	d
8. COMPUTER SKILLS TR: AFI 33-112, AFI 33-119, AFI 33-129												
8.1. Operating systems							A			B	-	-
8.2. Storage systems							-			B	-	-
8.3. E-mail							A			C	2b	-
8.4. Word processing programs							2b			C	2b	-
8.5. Internet resources							1b			C	-	-
8.6. Database programs							-			B	-	-
8.7. File formats (MPEG, JPEG, BMP, WAV, etc.)							-			C	-	-

Section B - Course Objective List

The following are the Training Task Inventories (TTI) for resident courses, constructed by Task Training Selection Boards (TTSB) hosted by the American Forces Information Service. The board is composed of representatives from all Services. The final inventory is a consensus agreement of task and knowledge requirements the course instructors use to construct the program of instruction. These tasks are not listed necessarily in the order taught.

1. Course Objectives.

1.1. Initial Skills Course: Basic Public Affairs-Broadcaster Course (AFIS-BBC) (TTI dated 23 Feb 99)

1.1.1. Block I. Public Affairs

- Describe military public affairs programs to include joint operations
- Identify internal audiences and the type and use of internal information products
- Identify DoD guidelines for releasing information
- Identify the mission, duties, responsibilities and organization of AFRTS
- Identify new media relationships, travel, accreditation, and pooling
- Identify factors affecting military public affairs operations overseas
- Define the military community relations program
- Identify issues and relationships between public affairs and the community
- Detail the military policy on release of information regarding accidents and incidents
- Identify communications laws applicable to military PA operations (copyright, slander, libel privacy)
- Identify requirements for escorting the media
- Recognize ethical conduct in military public affairs
- Discuss the importance of working with the local PA office
- Identify sources to conduct research (WWW, periodicals, books, etc)

1.1.2. Block II. Broadcast Announcing

- Identify principals of broadcast announcing
- Describe aspects of newsgathering and newscasting
- Prepare and deliver local spots, sports and news products
- Describe flow of communication
- Identify optimum requirements for achieving broadcast announcing skills (pitch level, resonance, phonetic pronunciation and breathing techniques)
- Discuss spot, sports, and news delivery techniques

1.1.3. Block III. Broadcast Journalism

- Local news service material for military broadcast
- Discuss the broadcast style of writing
- Write a radio news story
- Write a radio news phoner and follow-up news story

Identify elements of television writing
Use computer software to produce a script
Write a television spot

1.1.4. Block IV. Radio Production

Identify principles for radio skills (Introduction)
Describe elements of radio and audio production
Identify AFRTS audiences and the broadcast sensitivities existing overseas
Identify principles of programming
Maintain radio logs
Identify and discuss methods of AFRTS materials acquisition and distribution
Identify radio dayparting, music formats and programming elements
Describe ad-libbing techniques
Discuss news sources
Develop a radio news lead-in
Describe the methodology of radio spot writing and announcing
Prepare, conduct and edit a radio interview
Operate a radio console, cue CDs and read news copy
Identify audio production methods
Produce a radio show
Produce a radio newscast
Produce a radio sportscast
Identify the uses of SuperScheduler
Select music from SuperScheduler
Write and produce a local radio spot
Write and produce a wrapper

1.1.5. Block V. Television Production

Identify television production principles
Discuss the requirements of DoD Directive 5120.20R
Describe AFRTS television satellite services
Identify components of television cameras
Identify the uses, loading and preparation of the VTR for on air application
Write television news and spot news scripts
Identify performance elements, cosmetic and appearance factors for on-air production
Perform selected roles individually and as part of a television newscast team
(switcher, character generator operator, audio operator, director, camera operator, floor manager, talent/interviewer, VTR operator)
Identify terms and fundamentals of studio lighting
Operate studio lighting equipment
Identify and describe uses of TV programming automation system

1.1.6. Block VI. Electronic Journalism

Identify principals of Electronic Journalism

- Operate an analog video editing system
- Operate a digital video editing system
- Identify and describe electronic news gathering techniques
- Use composition techniques to demonstrate field of view, screen depth, motion
- Identify and discuss the concepts of shot progression
- Shoot a long shot, medium shot, close-up, extreme close-up, cutaways, cut-ins
- Identify uses and types of ENG lighting equipment
- Set up and demonstrate the use of ENG lighting equipment
- Identify camera types, parts and operation
- Use an ENG camera
- Perform camera set-up, white balance, automatic and manual iris, achieve and maintain focus
- Setup and operate tripod
- Identify use of soundbites
- Compose, shoot and edit soundbites
- Write, shoot narrate, and edit controlled and uncontrolled news stories
- Adjust time-based corrector using waveform monitor and vectorscope in edit suite
- Use proper techniques to maintain continuity, proper screen direction with attention to overlapping and matching action
- Write, shoot, narrate and edit spots
- Construct a storyboard

1.1.7. Block VII. Contingency Operations (Familiarization Exercise)

- Identify pre-deployment requirements
- Discuss AFRTS flexible response options
- Set-up AFRTS contingency equipment for broadcast operations
- Set-up AFSTRS receiving satellite system
- Discuss preventive maintenance
- Discuss various security considerations

Section C-Support Material

NOTE: There are currently no support material requirements. This area is reserved

Section D- Training Course Index

1. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

2. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
E5ABD3N032-000	Basic Public Affairs - Broadcaster Course (AFIS-BBC)	Ft Meade, MD	DoD
E5AZD3N052-003	Advanced Electronic Journalism Course (AFIS-AEJC)	Ft Meade, MD	DoD
E5AZD3N072-004	Public Affairs - Broadcast Craftsman Course (AFIS-BMC)	Ft Meade, MD	DoD
WCIP05W	Joint Course in Communications	University of Oklahoma	DoD

3. Extension Course Institute (ECI) Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
CDC 3N052	Radio and Television Broadcasting Journeyman	Exportable	AF

4. Exportable Courses

NOTE: There are currently no exportable courses. This area is reserved.

5. Courses Under Development/Revision

There are currently no courses under development/revision. This area is reserved.

Section E - MAJCOM Unique Requirements

There are currently no MAJCOM unique requirements. This area is reserved.